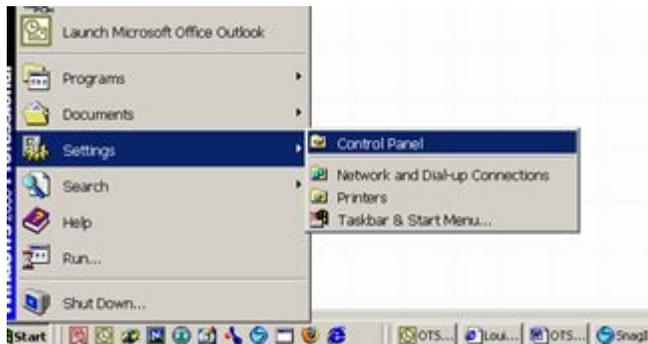


To All OTS Users:

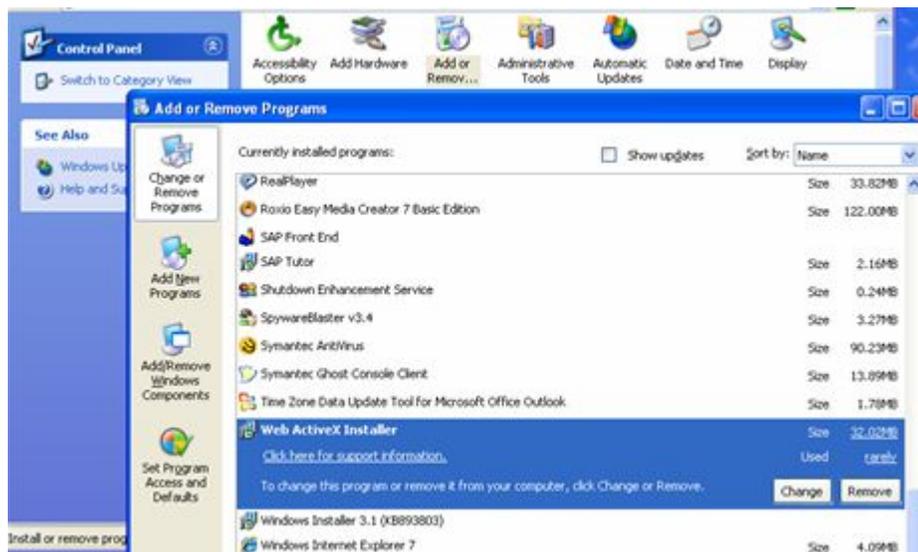
The Official Transcript System has now been upgraded to OnBase Version 9.0 software. Please follow the steps below to download and install the new version of "Hyland Web ActiveX Controls 9.0 software" on your computer before accessing OTS.

A. To uninstall the current version of Web ActiveX Installer from your computer

1. Click Start => Settings => Then click on Control Panel



2. On the Control Panel, click "Add/Remove Programs" to display "Add/Remove Programs", highlight "Web ActiveX Installer" and click Remove button to uninstall the current version of "Web ActiveX Installer"



Once this step is complete, continue with the following steps to download the new version of "Hyland Web ActiveX Controls 9-0 Installer.msi" and install it on your computer.

B. Download the new version of "Hyland Web ActiveX Controls 9-0 Installer.msi" and install this software on your computer.

1. Click the following url to link to the DOE ftp web site:

2. <ftp://ftp.doe.louisiana.gov/OnBase%20Web%20Client>

2. Double click on "Hyland Web ActiveX Controls 9-0 Installer.msi" and follow the installer wizard to download and install this software on your computer.

FTP directory /onbase%20web%20client at ftp.doe.louisiana.gov

To view this FTP site in Windows Explorer, click **Page**, and then click **Open FTP Site in Windows Explorer**.

[Up to higher level directory](#)

07/28/2009 05:50AM 14,761,472 [Hyland Web ActiveX Controls 9-0 Installer.msi](#)

Once the Web ActiveX software is installed, go to the OTS login screen by clicking the following url:

<https://obprod.doe.louisiana.gov/onbase>

Please make sure that Pop-up blocker is turned **OFF** and "**Version 9.0.0.19-Copyright @ 1992-2009 Hyland Software, Inc View License**" appears at the bottom of the OTS logon screen as shown below:



Great News! You can now install Microsoft Internet Explorer 8 to access OTS. Please note that OnBase software supports ONLY Microsoft Internet Explorer browsers.